

# MODEL VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 2012-06**

**OPEN TO:** All Interested Candidates  
**POSITION:** Financial/Administrative Specialist  
**OPENING DATE:** February 10, 2012  
**CLOSING DATE:** March 2, 2012  
**WORK HOURS:** Full-time

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking an individual for the position of Financial/Administrative Specialist in the Peace Corps.

## **BASIC FUNCTION OF POSITION**

Serves as deputy to the Director of Management & Operations (DMO) and is acting DMO during the USDH's absence, manages accounting & financial operation through close coordination with other sections to support Post operations, responsible for financial management such as Post Annual Budget formulation (Post Operating Plan), performs Mid Year review of Post Funds, manages Post financial spending plan during Year End process, perform various financial analyses to support senior officers and key staff in order to have informed decision making, supervises administrative assistants for maintaining and recording financial transaction into FORPost (Peace corps Accounting system), travel, volunteer support and timekeeping; performs duties of Receiving Officer; Authorized Contract Officer and USG cardholder for micro-purchases and travel; designated as Alternate Class B Cashier, coordinates event budget implementation, monitoring and control, provides advice and counsel to Peace Corps staff members and Volunteers regarding financial matters. Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes. The financial system (FORPost) is a primary internal control mechanism, with secondary controls guided by approved processes. Coordinates human resource management for FSN's and Personal Service Contractors; manages recruitment process, documents hiring, coordinates post-acceptance tasks and documentation. Keeps abreast of local compensation plan. Coordinates with PC/Washington and various state department units.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Bachelor of Science with major in Accountancy, Business Administration or similar degree.
2. Prior work experience: At least 5 years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration. Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources. Experience in financial management work that involved the preparation, justification, or management of an organization's budget.
3. Language Proficiency: Level IV (Fluent) both English and Russian is required (written and spoken). (This will be tested).
4. Job knowledge: Thorough knowledge of budgeting process – financial planning, implementation, monitoring and control is required; Government accounting (allotment, commitment, obligation, liquidation); Human Resource management and knowledgeable in administrative best practice, internal controls and audit documentation. Working knowledge on Peace Corps Manual, Peace Corps Overseas Financial Management Handbook, Peace Corps CFO Bulletins, Foreign Affairs Handbook, Foreign Affairs Manual, Federal and State Department Regulations, Local Labor Law is required.
5. Skills and abilities: Demonstrated ability to manage the budgeting process from budget creation to completion. Ability to recommend solutions on financial, administrative and human resource issues. Ability to work under time restraints and manage many projects. Well versed in MicroSoft Office computer applications. Resourceful in researching matters on Federal and State department regulations, Local labor law, Peace Corps Manual, Overseas Financial Management Handbook, Foreign Affairs Handbook and Foreign Affairs Manual prior to rendering recommendations to the Director of Management & Operations. Strong communication skills with the ability to communicate verbally and in writing in clear and concise English. Ability to contribute to the process improvement process by assessing, analyzing and recommending solutions. Effective coordination with Admin Staff, other PC units, key departments in U.S. Embassy, PC/W staff, and external parties in achieving specific objectives. Must be able to obtain delegation of authority as a Contracting Officer and Alternate Cashier.

It may be necessary to travel to the US or to other countries for training. Occasionally, it may be necessary to travel internationally as the TDY Alternate Cashier or Financial Specialist.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a local security clearance.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy Bishkek  
Address: Prospect Mira, 171  
Or e-mail: BishkekHR@state.gov

## **POINT OF CONTACT**

Telephone: +996-312-551-241

Fax: +996-312-551-264

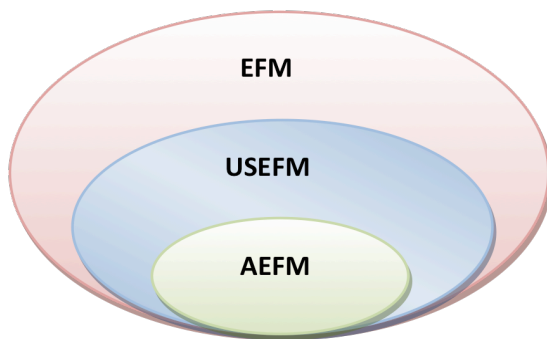
(Ask telephone operator to transfer the call to the Human Resources Office)

## CLOSING DATE FOR THIS POSITION: MARCH 02, 2012

The U.S. Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

### Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References